

Donor or Depositor Name: _____ Office Use only Entry Form No

Title of Donation or Deposit: _____ Office Use only Date of Entry

Please put your material in date order, then give each item a running number and write it neatly on the bottom right hand corner of each item, using a soft pencil

Running Item No.	Date of item (please note if a surrogate of any description e.g. photocopy)	Title: what the item is e.g. a letter, leaflet, file of papers	Description: what the item is about, including names, places and subjects mentioned	Contains Sensitive information (personnel or commercially sensitive)	Damaged or fragile e.g. torn, damp, mouldy

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